**MAHMOUD HS. ABUDRAZ**

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### Education

#### Graduate School, Tulane University New Orleans, LA, USA

Master of Science Dec. 2002

#### College of Pharmacy, AlAzhar University of Gaza Gaza, Palestine

#### Bachelor of Science in Pharmacy May 2000

**Al-Mutanabi Secondary School** **Abasan, Palestine**

General Secondary Education ExamJune 1995

### Training

* A certified SPHERE & INEE standards trainer delivering these two important trainings to more than 20 NGOs with more than a 100 humanitarian workers in Gaza Strip.
* Conducting a training course in **I**nternational **H**umanitarian **L**aw organized by ICRC, oPt including an overview about four Geneva Conventions.
* Conducting a training course in Planning for Education under Emergency organized by UNICEF, oPt including designing proposals, implementation of projects, monitoring and evaluation, etc.
* Conducting a training course in Project Cycle Management organized by Islamic Relief, Bosnia including designing proposals, implementation of projects, monitoring and evaluation, etc.
* Conducting a training course in disaster Management organized by UNDP and Islamic Relief, Yemen including refugee camp administration, International human law, etc.
* Conducting Advanced Training Course on Project management including Program Design, Monitoring and Evaluation for community development and public health practitioners. This course organized and funded by CARE International for 48 training hours.
* Conducting Project Managers Training Program at IUG funded by TAMKEEN, USAID.

This program included 162 training hours covering major areas of Project Management such as functions and skills of management, strategic planning, fund raising and project proposal writing, project management, human resources management, and financial management.

### Work Experience

* **Seasonal and Emergency Program Manager, Secours Islamique France, Gaza Strip (07.2020 – Now)**
  + Responsibilities include overall supervision of all projects implemented through the Emergency and relief department, Develop proposals and implement monitoring and evaluation procedures.
* **Office Manager, Arab medical Union, Gaza Strip office (06.2012 – 12.2016)** 
  + Responsibilities included overall supervision of the office, participating in need assessments and proposal writing. Overall management the office including human resources as well as logistics issues. Also, ensuring the AMU Gaza office operates smoothly and efficiently while running the office on a day-to-day basis and managing the team of administrative and health staff.
* **Program design and reporting specialist, Islamic Relief- worldwide, Gaza Strip main office (07.2011 -10.2011)**
  + Responsibilities included planning and developing program design to meet Islamic Relief objectives and goals, conducting needs assessments to determine areas requiring additional resources and new program implementation, research and compile program reports and present summary of findings in the form of written narrative and present numerical/statistical data in the form of charts and graphs, develop and coordinate new ideas and concepts for program themes forming concept notes and full proposals as needed, interface with external organizations as appropriate to ensure cooperative efforts are enhanced, assist in the preparation of budgets and grants, provide input into appropriate program recommendations or conclusions, ensure quality and compliance of all program's outgoing information.
* **Orphans and Child Welfare Program Manager, Islamic Relief- worldwide, Gaza Strip main office (05.2007 – 07.2011)**
  + Responsibilities included providing direction and management to project coordinators/officers and related field staff, including the development of job descriptions and work plans and Develop and present proposals in co-ordination with the Head of Mission regarding various areas of intervention in Palestine.
* **Emergency Relief Program Manager, Islamic Relief worldwide, Gaza Strip main office (09.2003 – 05.2007).**
  + Responsibilities include overall supervision of all projects implemented through the Emergency and relief department, Develop proposals and implement monitoring and evaluation procedures.
* **Executive director, Elwedad society for community rehabilitation, South of Gaza Strip office (06.2003 – 09.2003).**
  + Responsibilities include overall supervision of the office, participating in need assessment and proposal writing.
* **Project Manager, psychosocial support and home adaptation project funded by Care Int.,** **USAID and implemented by Elwedad for community rehabilitation in Rafah & Khan Younis (09.2002 – 06.2003)**

-Responsibilities include managing implementation of the project in Rafah and Khan Younis, setting action plans for 6 team members and monitoring and evaluation of the project activities.

* Research assistant in department of Molecular biochemistry, Graduate School of Chemistry & Biochemistry, Ruhr university of Bochum, Germany.
* Research assistant in Molecular Oncology Research Laboratory, Urology department, School of medicine, Tulane University, LA, USA
* Pharmacist, Almanar private pharmacy

### Honors and Awards

* BAT IIa/2 tariff Scholarship for graduate researchers, **Germany,** 2003
* Clinton Scholarship program, USAID, **USA,** 2001
* Waiving of tuition fees for one semester, college of pharmacy, Al-Azhar University (getting the highest level of achievement)

### Skills

**Computer**: Microsoft Word, Excel, Access, PowerPoint, Ms Project, and Desktop Publishing

**Languages**: Fluent in Arabic (Native), Fluent in English.

### International Meetings

The American Society of Human Genetics (ASHG), Baltimore, Maryland,USA Oct. 2002

### Professional Membership

* The American Society of Human Genetics (ASHG)
* The European Society of Human Genetics (ESHG)
* Palestinian Pharmacist Syndicate.